COMPANY PAC 1·2·3

for the COMMODORE Plus/4

A complete
business accounting
and stock control system
that's simple to use.
See how it could
help you in your
business

Proven software from

IMPEX SOFTWARE LTD.

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12 MONTH DISK GUARANTEE

This version of COMPANY PAC 1*2*3 is supplied on a copy protected disk guaranteed for one year from date of purchase against LOADing and RUNning errors. Original purchasers are entitled to one free replacement diskette providing the registration form on page 44 of this manual is returned to us within 28 days of purchase.

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INTRODUCTION

COMPANY PAC 1*2*3 will transform your Plus/4 into a friendly yet sophisticated business system that will computerise all your business records efficiently, profitably and as easy as 1 – 2 – 3!

COMPANY PAC 1*2*3 uses a system of menus and plain English commands so it is very easy to use and understand. The various ledger programs can either be used individually or all together giving you the option of computerising your business records all at once,or one ledger at a time.

This version of COMPANY PAC 1*2*3 is for use with a Commodore Plus/4 computer, a Commodore 1541/1542 or similar specification disk drive and a Commodore 1515 or 1525 or MPS 801/802 or 803 printer. Any other printer can be used interfaced via the correct IMPEX printer interface.

This manual is very easy to use and understand and is intended for the newcomer to computing as well as the expert. Take the time to read it right through before starting to use COMPANY PAC 1*2*3 so that you get a complete overview and understanding of the system.

COMPANY PAC 1*2*3 for the Commodore Plus/4

INFORMATION

Throughout the operation of the program whenever the cursor appears on a star the keyboard is waiting for a single character input.

When the cursor appears on a dot or a line of dots it is waiting for an input followed by a RETURN.

Providing the RETURN key has not yet been pressed you can use the left and right cursor keys to alter what has just been typed.

The INST/DEL key can be used to delete the input.

To return to a previous input point just press the function key F1.

Sections of the program contain audible warnings, if you do not wish to hear these turn down the sound on your TV or monitor.

Refer to your computer instruction manual if you are unsure about setting up your system and entering information. COMPANY PAC 1*2*3 is very easy to use nevertheless we recommend that you set up the system and run it in parallel with your old bookkeeping system for a short while to be sure that the information you are receiving is correct.

★ ★ ★ ★ ★ ★ ★ ★ ★

INSTRUCTIONS

You will be using several floppy disks, one is the master PROGRAM disk you received with your COMPANY PAC 1*2*3 and the others will be your 'file' disks which you will create yourself using these instructions and following the program.

Once you have created a 'file' disk don't forget to label it clearly with the name of the ledger or program it contains.

DO NOT REMOVE THE WRITE PROTECT TAB ON THE MASTER PROGRAM DISKETTE because we will not accept any responsibility if you remove the tab and attempt to copy, list or modify the programs that the diskette contains.

NOW LETS BEGIN . . .

Set up the system and switch on all the equipment.

To start the program insert the COMPANY PAC 1*2*3 program disk into the disk drive and close the drive door. Hold down the left SHIFT key with your thumb and touch the RUN/STOP key once with your forefinger then immediately release the SHIFT key.

The screen should show . . DL "★"
SEARCHING FOR Ø : ★
LOADING

Should the screen show ? BREAK ERROR
READY

repeat the starting sequence again until the program loads.

The disk drive will start to work and what the manual refers to as the MAIN MENU will appear . . .

MAIN MENU	
1. SALES LEDGER 2. STOCK CONTROL 3. PURCHASE LEDGER 4. NOMINAL LEDGER 5. PRINT INVOICE OR CREDIT NOTE 6. DESIGN INVOICE OR CREDIT NOTE 7. COPY A DISK 8. EXIT PROGRAM	PLEASE TYPE THE NUMBER YOU REQUIRE ★

Choosing the option you require and touching the relevant numbered key will automatically load that option.

It is important to the correct running of the system that file disks should not be used for any other program neither should a 'collect' or 'validate' routine be used on them. Both these commands could render the information on the disks unusable.

When options 1, 2, 3 or 4 of the MAIN MENU are chosen and loaded you will be prompted to enter the date, do so and then press the RETURN key.

When the date has been entered you will be asked

HAS FILE DISK ALREADY BEEN SET UP? y/n ★

if this is the first time answer 'n' (for no).

(It is very important to remember the only time you answer 'n' to this question is when you are setting up the file for the very first time).

When you set up the file for the very first time and answer 'n' you will be prompted to take the program disk from the disk drive, do so, put it to one side and touch the space bar (the long key at the bottom of the keyboard).

Put the new disk into the drive and shut the drive door. Because the next part of the program will format the disk destroying any data already on it this new disk should either be a brand new one or a disk that contains data that you no longer require.

The program will then ask . . .

DO YOU WANT TO CONTINUE? y/n ★

Answering 'n' at this point will stop the routine you are in and will return you back to the beginning of the program . . . answering 'y' will make the program check with you once again before starting to format the disk.

The Nominal Ledger file needs to know the Period and week number whilst Sales Ledger and Purchase Ledger files will need to know the date the last period ended.

Enter this date (which must of course be before todays date) and press the RETURN key.

If you attempt to enter an unacceptable date (i.e. 31.02.85) the program will refuse the entry.

If you made an error in the date the incorrect date can be changed by pressing the INST/DEL key. If you want to return to the start of the ledger menu again press the F2 key.

To abandon your entry at this point and return to the Main Menu press the F3 key and follow the screen instructions.

Once the correct date is entered press the RETURN key and the program will start to format the disk.

This routine is not complicated, it is only carried out once, and with the help of the question and answer routine is very easy to follow and understand.

MAIN MENU OPTION 1

SALES LEDGER MENU

This is the ledger used for all the sales made by the Company to its customers.

The SALES LEDGER menu looks like this:–

1. ENTER manual invoice/credit note.
2. AMEND a record.
3. DISPLAY or Print a record.
4. DELETE a record.
5. PAYMENTS received.
6. LIST unpaid invoices/credit notes.
7. LIST all transactions for the period.
8. END of month routine.
9. List invoice numbers in use.
10. NOMINAL ledger.
11. Produce statements.
12. GO TO PURCHASE LEDGER
13. RETURN to main menu.

Whilst this menu is showing the screen displays todays date and the date on which the last sales period ended. Choose the required option and press the RETURN key and the option will load.

The standard screen display for menu options 1 to 5 looks like this:–

```
RECORD

INV. No.  ......... SUPPLIER # ... TYPE.

NAME      ............................

ADDRESS   ............................

          ............................

INV. DATE .. .. 19..      DUE .. .. 19 ..

      TOTAL EXCLUDING VAT        .........

VAT % ......   VAT AMOUNT        .........

      TOTAL INCLUDING VAT        .........
```

1. **Enter manual invoice/credit note.**

This option does not produce a printed invoice but is only for posting a manual invoice direct to the Sales Ledger file. To produce a printed invoice you must use MAIN MENU option 5, (to return to the menu press the F2 key.) The standard record will appear on the screen and the program generates the next record number and the cursor moves to the first dot after INVOICE number. Enter the invoice number and press the RETURN key. Letters as well as figures can be used but it is a feature of the system that an invoice number already on the file cannot be entered again. If you don't have an invoice number to enter its a good idea to use the same record number generated by the system as the invoice number.
Now enter the customers account number which can be any number from 101-600. A printout analysing sales by customer number is part of option 8.

The TYPE (STATUS) refers to the invoice type which must be one of these . . .

I (Invoiced but not yet paid)

P (Invoice and paid)

R (Refund)

C (Credit note issued but not yet used)

If you make an error here move back to the previous input point by pressing the F1 key.

Enter the customers name and address.

The invoice date is also the VAT tax point date.

If you give credit to your customers the DUE date is the date the invoice is due to the paid to you and the type of the entry was I or C.

If the entry was P or R the DUE date changes automatically to read PAID.

If you make any errors during data entry cancel the entry or move about the program like this:–

Providing the RETURN key has not yet been pressed you can use the left and right cursor keys to alter what has just been typed.

The INST/DEL key can also be used to delete the input. To return to the last input point press the F1 key.

To cancel the whole input and return to the menu without writing to the file just press the F2 key.

The value of the invoice can be entered in TWO different ways, either

1. Enter the sub-TOTAL of the invoice EXCLUDING VAT and then enter the VAT percentage or the VAT amount

or

2. Enter the total of the invoice INCLUDING VAT and enter the VAT percentage or VAT amount afterwards.

Method 1

Enter the TOTAL EXCLUDING VAT and press the RETURN key, now enter the VAT percentage and press RETURN. The VAT amount and the total of the invoice including VAT will automatically be calculated. If you want to enter the actual VAT amount not the VAT percentage enter the TOTAL EXCLUDING VAT and press RETURN then the F3 key and when the cursor appears on the VAT amount line enter the VAT amount and press RETURN.

Method 2

When the cursor is on the TOTAL EXCLUDING VAT line press the F3 key and the cursor will jump down to the line which says TOTAL INCLUDING VAT. Enter the total and press RETURN, now enter the VAT percentage and press RETURN and the invoice will be calculated. To enter the actual VAT amount rather than the VAT percentage, when the cursor appears next to the VAT % press the F3 key and enter the VAT amount.

If the status of the invoice is C or R (credit note or refund) the program will put a minus sign in front of the figures.

When the entry is complete the question appears:–

IS THIS CORRECT ? y/n ★

Answering 'n' moves the program to the AMEND routine. Answering 'y' will write the invoice to the file after which a new record will appear, either complete the new record or press F2 to return to the menu.

2. AMEND ROUTINE

This routine can be entered either directly from option 1 or selected as menu option 2. You will be prompted to amend an item number between 1 and 10. The invoice number is 1, the department number is 2 etc. up to 10 which is the VAT percentage. (You cannot change a RECORD number as these are generated by the program).

When the amendments are complete enter 'y' and the program will write the amended record to the file.

To escape from the AMEND ROUTINE press the F1 key which takes the program back to the menu without writing or re-writing the record or amending it.

3. DISPLAY or Print a record.

This is the option to select if you want to examine the details on a record.

When this option is selected you will be prompted to answer with the invoice number of the record required. Enter the invoice number, press RETURN and the entire record will be shown on the screen. To obtain a printout of this record make sure the printer is switched on, the paper is correctly loaded and answer 'y' to the question

OUTPUT TO PAPER ? y/n ★

if you do not require a printout answer 'n' and the program will return to the menu.

4. **DELETE a record.**

When this option is chosen you will be prompted to enter the invoice number of the record which is to be deleted which is then shown on the screen. The program then asks . . .

DELETE y/n? ★

If you answer 'n' the program returns to the menu. If you answer 'y' the system checks with you once more and then the record is erased from the system, the reference number is then available for re-use. This routine is intended for deleting a record which is no longer required. The correct procedure for clearing records is to use menu option 8.

5. PAYMENTS

This is the routine used when an existing invoice is paid by a customer or when a credit note is cleared (i.e. becomes a refund). Status I on the record (Invoiced but unpaid) is automatically changed to P (Paid). Likewise status C (Credit note) is changed to R (Refund). In both cases the DUE DATE is replaced by the PAID DATE. (Its a good idea to print your invoices with a duplicate copy to be returned to you as the customers remittance slip).

6. LIST unpaid invoices and credit notes.

This is a list of all invoices that are due for payment and all records with the status I (Invoiced but unpaid) or C (Credit note issued but not yet used) are displayed on the screen together with the total amount outstanding. Because of the limitations of the screen size it is not possible to show all the data on one line and so you should only choose the screen display as a quick reference guide. The printout option shows all the data laid out clearly and logically and is obtained by choosing PRINTOUT instead of SCREEN. If you select PRINTOUT make sure the printer is switched on with the correct paper loaded before pressing P.

7. LIST all transactions

Choose this option when you need information about sales or for VAT or if you close your books at regular intervals. It does not matter if you have different accounting periods or if your VAT Periods do not coincide with your accounting periods because the program asks for the starting and ending dates of the period for which the information is required.

Because of the limitations of the screen size it is not possible to show all the data on one line so choose the screen display option only as a reference guide. If you want a printout use the print option. Depending on your choice the program will display or print all the transactions for the period and totals for GROSS, NETT and VAT.

8. END of month routine

Use this option at the end of every months' trading. To make sure that a record is kept for an audit trail the routine only works with the printer on. Using this option first produces the same reports as options 6 and 7 and then an additional report analysing each customers purchases for the month, after which a 13 months rolling analysis of sales is produced. The program then asks:–

CLEAR THIS MONTHS TRANSACTIONS ? (y/n) ★

Answering 'n' will return you to the menu. Answering 'y' will clear all the transactions (providing they have been paid or used) and will also produce a printout of all the invoices cleared.

9. LIST invoice numbers in use

This menu option lists the invoice numbers in use. A printout is also available by following the screen instructions.

10. NOMINAL LEDGER.

As Nominal Ledger uses Sales Ledger information this option lets you to go directly to the Nominal Ledger by-passing part of the MAIN MENU routine. If you chose this option in error to return to the main menu press the F2 key.

11. PRODUCE statements.

Select this option to send statements to your customer. The statement will show the total amount outstanding to you from your customer. The statement form has been designed for use on standard 80 column by 66 lines paper.

12. PURCHASE LEDGER

Select this option to go directly to the Purchase Ledger by-passing the Main Menu.

13. RETURN to main menu.

When you have finished using the Sales Ledger choose this option to return to the MAIN MENU.

MAIN MENU OPTION 2.

STOCK CONTROL

This program keeps an accurate record of your stock including its cost, selling price, location and its profitability etc. During the program the INST/DELETE key can be used as a backspace to alter what has just been entered. Use F1 to return to a previous input point, F2 to return to the menu which is . . .

1. ENTER new stock items.
2. AMEND a stock record.
3. DISPLAY or print a stock record.
4. DELETE a stock record.
5. GOODS ordered.
6. GOODS received/despatched.
7. LIST all stock.
8. PRINT a re-order list.
9. DISPLAY code numbers in use.
10. Change Stock Disk.
11. RETURN to main menu.

The stock control 'form' for Menu options 1 to 6 is:–

```
RECORD    .

CODE No  .........

PRODUCT  ............................

SUPPLIER ............................

ADDRESS  ............................

         ............................

PHONE NO ............

RE-Order  level ....   On  order....

QTY. in stock   ....

COST  Price     .........        VALUE  .........

SELLING  Price  .........        VALUE  .........

LOCATION        .......   PROFIT ON RETURN       %
```

The stock value and profit on return are produced using the cost and selling price and quantity in stock entries.

1. **ENTER new items into stock.**

When this option is chosen the standard record appears on the screen and the cursor moves to the first dot after CODE No. (If you want to return to the menu press the F2 key).

Enter the stock code number, letters as well as numbers can be used but it is a feature of the system that a number already on the file cannot be entered twice. If you don't have a stock code number its a good idea to use the record number generated by the system as the stock code number.

The stock 'form' is very easy to complete, just fill in the relevent items as you get to them. All of the lines must contain something even if it is only a dot or a space from the space bar. Where money values are to be entered it is not necessary to enter .00 if there are no pence in the price.

The 're-order' level is the level to which your stock can fall before you need to re-order. The 'on order' level is the number of items already on order from your suppliers. When the cost price is entered the program will automatically calculate the total value of the stock item and ask for the selling price. When entered the total selling price of the stock item will be calculated and shown. If you have made an error and entered a lower selling price than cost price the program will highlight the error which you can amend using the amend routine.

The next question will be the location of the stock which can be a bin or aisle location or different address etc. The next calculation by the program will be the profit percentage ON RETURN i.e. if you buy for £1.00 and sell for £2.00 the profit ON COST will be 100% but the profit ON RETURN will be 50%. When all the questions have been answered the program will check with you by asking:–

IS THIS CORRECT ? y/n ★

If correct, answering 'y' will write the record to the file, if not correct answering 'n' will take you to the amend routine.

2. **AMEND routine.**

When the number of the line that requires altering is entered the existing entry will be shown in reverse colour and the new correct entry should be entered. If you have gone to the wrong line pressing the RETURN key will restore the entry as it was. When amendments are complete the new entry is written to the file when you answer 'y'. To escape from the amend routine press the F1 key and the file remains as it was before you used the amend routine.

3. **DISPLAY or print a stock record.**

Use this option to view a stock record which is first shown on the screen with a further option to produce a printed copy if required. If you want a printed copy make sure the printer is on with the correct paper loaded and answer 'y' to the question

OUTPUT TO PAPER ? y/n ★

Answering 'n' returns you to the menu.

4. **DELETE a stock record.**

When this option is chosen the record is first displayed on the screen so that you can see that it is the correct record. The program then asks:–

DELETE ? y/n ★

If the record is to be deleted answer 'y'. The system will check with you once more and then delete the record. If the record is not to be deleted answer 'n' and the program will return to the menu.

5. **GOODS ordered.**

Enter the stock code number and press RETURN and the record will be displayed. Enter the change in goods ordered with a + or – or new value with neither. Use the F2 key to return to the menu. You can use the 'on order' field for 'goods on order from us' but you can also use it for goods that you have ordered.

6. **GOODS received/depatched**

When goods are received or despatched enter the new stock level with either a + or – or new value with neither. Use the F2 key to return to the menu.

7. **LIST all stock**

Selecting this option gives a choice between a screen display or a full printout. The code number, quantity in stock, cost price, total purchase price and total selling price of all the stock will be shown. The totals for purchase and selling will also be shown.

8. **PRINT re-order list**

This option works only with the printer switched on and prints a complete list of all stock items that either (A) need re-ordering or (B) are on re-order.

9. **DISPLAY code numbers in use**

Choose this option to see a complete list of all the stock items on the file listed by code number.

10. Change Stock Disk.

If you require more than 550 different stock items, please see STOCK CONTROL Menu Option 10.

11. **RETURN to main menu**

Select this option when you have finished with the stock control program.

STOCK CONTROL Option 7 has been enhanced allowing output to a printer with two Options:–

1. Print stock list with cost and selling prices

OR

2. Print stock list with selling prices only.

This will enable you to produce stock listings suitable for staff or customer use.

MAIN MENU OPTION 3

PURCHASE LEDGER

This is the ledger used for all the purchases made by the company for goods that are to be re-sold. Trading expenses of the company are not entered in this ledger but in the NOMINAL LEDGER. Providing the RETURN key has not yet been pressed you can use the left and right cursor keys to alter what has just been typed. The INST/DEL key can be used to delete the input. To return to the last input point press the F1 key.

MENU

1. ENTER manual invoice/credit note/refund.
2. AMEND a record
3. DISPLAY or Print a record.
4. DELETE a record.
5. PAYMENTS made.
6. LIST unpaid invoices/credit notes.
7. LIST all transactions for the period.
8. END of month routine.
9. List invoice numbers in use.
10. NOMINAL ledger.
11. GO TO SALES LEDGER
12. RETURN to main menu.

Whilst this menu is showing the screen displays todays date and the date on which the last purchase period ended. The standard screen display for menu options 1 to 5 looks like this:–

```
RECORD  .

INV.NUMBER......... CUSTOMER #... TYPE .

NAME        ............................

ADDRESS     ............................

            ............................

INV. DATE ..  ..  19..    DUE .. .. 19..

       TOTAL  EXCLUDING  VAT   .........

VAT   %  ....    VAT  AMOUNT   .........

        TOTAL INCLUDING  VAT   .........
```

1. **Enter new purchase invoice/credit note.**

If this option has been called in error return to the menu by pressing F2.

When this option is chosen the standard record appears on the screen, the program generates a new record number and the cursor moves to the first dot after the INVOICE number. The suppliers invoice number should now be entered, letters as well as numbers can be used but it is a feature of the system that a number already on the file cannot be used again. If you do not have an invoice number use the same record number generated by the system as the invoice number. The suppliers account number should then be entered, this number should be between 1-99. A management report analysing purchases by supplier number is produced when option 8 is used.

The 'TYPE' (STATUS) must be one of these four:–

1. I (Invoice for unpaid purchase)
2. P (Purchased AND paid for)
3. R (Refund made to you by supplier)
4. C (Credit note from supplier)

No other codes are accepted. If an error is made you can move back to the previous point with the F1 key.

After the TYPE, enter the supplier name & address. The INVoice date is also the VAT tax point. The DUE date is the date the invoice is payable if you bought the goods on credit (Status I).

If the TYPE is P or C this is the date received. You can enter totals and VAT in two different ways:–

Method 1.

Enter the TOTAL EXCLUDING VAT and press the RETURN key, now enter the VAT percentage and press RETURN. The VAT amount and the total of the invoice inncluding VAT will automatically be calculated. If you want to enter the actual VAT amount not the VAT percentage enter the TOTAL EXCLUDING VAT and press RETURN then the F3 key and when the cursor appears on the VAT amount line enter the amount and press RETURN.

Method 2

Press the F3 key and the cursor will jump down to the line which says TOTAL INCLUDING VAT. Enter the total and press RETURN, now enter the VAT percentage and press RETURN. To enter the actual VAT amount rather than the VAT percentage when the cursor appears next to the VAT percent press the F3 key, and then enter the VAT AMOUNT.

If the status is C or R the program puts a minus in front of the numbers. When the entry is completed the program asks:–

IS THIS CORRECT ? y/n ★

Answer 'y' and the record is written to the file.
Answer 'n' to move to the amend routine.

2. **AMEND routine.**

This routine can be entered either directly from option 1 or selected as menu option 2. You will be prompted to amend an item number between 1 and 10. The invoice number is 1, the department number is 2, up to 10 which is the VAT percentage. Record numbers are generated by the system and cannot be changed.

When all the amendments have been made enter 'y' and the amended record will be written to the file replacing the old incorrect record with the new one.

To escape from the amend routine press the F1 key which will take the program back to the menu without re-writing the record and making any amendments to it.

3. DISPLAY or print a record

This is the option to select if you want to examine the details on a record. Enter the invoice number, press RETURN and the entire record will be shown on the screen. To obtain a printout of this record make sure the printer is switched on and answer 'y' to the question

OUTPUT TO PAPER ? (y/n) ★

If you do not want a printout answer 'n' and the program will return to the menu.

4. DELETE a record

This shows the record on the screen and then asks:–

DELETE ? y/n ★

Answer 'y' and the system will check with you once more before erasing the record, the record number is then available for re-use. This routine is only intended for correcting errors, the correct method if to clear the record using menu option 8.

5. PAYMENTS made

Use this routine when you pay a purchase invoice or when a credit note is cleared. Status I (Invoice) is then changed to P (Paid). In both cases the DUE DATE is replaced by the PAID DATE on the record.

6. **LIST unpaid invoices and credit notes.**

This is a list of invoices received from the Companies suppliers that are still due to be paid. All invoices with the Status I (invoiced but unpaid) or C (Credit note issued but not yet used) are displayed on the screen together with the total amount that the Company owes.

Because of limitations of the screen size all the data cannot be shown on one line so choose the screen display option only as a reference guide. The print-out option shows all the data clearly and logically and is selected by choosing print-out instead of screen.

7. **LIST all transactions for period.**

Choose this option when you need information about purchases or for VAT or if you close your books at regular intervals. It does not matter if you have different accounting periods or if your VAT periods do not coincide with your accounting periods because the program asks for the starting and ending dates of the period for which the information is required.

Because of the limitations of the screen size it is not possible to show all the data on one line so choose the screen display option only as a reference guide. Depending on your choice the progam will display or print all the transactions for the period and totals for GROSS, NETT and VAT.

8. **END of month routine.**

Use this option at the end of each months' trading. To make sure that a record is kept for an audit trail the routine only works with the printer on. Using this option first produces the same reports as options 6 and 7 and then an additional report analysing purchases from each supplier in the month. The program then asks . . .

CLEAR THIS MONTHS PURCHASES ? (y/n) ★

Answering 'n' will return you to the menu. Answering 'y' will not only clear all the transactions on the file but will also produce a printout of all the purchases for the period.

9. **LIST invoice numbers in use.**

When you have a lot of items on record its very easy to forget what they represent. This menu option is used to look up the records to see which invoice numbers are in use. A print-out of this option is also available as a permanent record.

10. **NOMINAL LEDGER**

As Nominal ledger uses Purchase ledger information this option enables you to go directly to the Nominal ledger by-passing the MAIN MENU routine. If you have chosen this option in error just press the F2 key and the system will return to the Purchase Ledger menu.

11. **GO TO SALES LEDGER**

Choose this option to go directly to the Sales Ledger by-passing the Main Menu.

12 **RETURN TO MAIN MENU**

Select this option to return to the MAIN MENU when you have finished using the Purchase ledger.

MAIN MENU OPTION 4.

NOMINAL LEDGER

This ledger is used to gather in all the information about the Companies transactions and it is here that expenses other than the purchase of goods for re-sale are entered. If you have never used a nominal ledger before this type of ledger can be difficult to understand in its concept so we have included a built in HELP menu which is option 8.

On the first run of this menu use a new disk and follow the screen instructions to define the format of the reports. They are numbered as follows:

1. BALANCE SHEET

2. PROFIT AND LOSS

3 – 22 Others reports as required.

The lower numbered reports are generally the most important. The total for any report may serve as an item on any other LOWER numbered report. All report totals finally end up on the balance sheet.

To return to the last input point press the F1 key. To cancel the whole input and return to the menu without writing to the file press the F2 key.

When the files have been set up the program goes to the Nominal ledger menu.

The following code numbers must be adhered to . . .

PURCHASES 1–99	SALES 101-600
PURCHASES VAT 100	SALES VAT 601
Total unpaid purchases 602	Total unpaid sales 604
Paid purchases 603	Paid sales 605

Don't forget one other important point about Nominal ledgers, all positive amounts are debits and all negative amounts (with a minus sign in front) are credits.

Because of the importance of keeping accurate records we strongly advise you to switch the printer on and keep it on throughout the entire operation of the NOMINAL LEDGER program. Many reports within the program generate print-outs which will give you an accurate overview of your business profitability.

NOMINAL LEDGER MENU

1. OPEN or amend nominal accounts.
2. TRIAL balance.
3. JOURNALS debit/credit.
4. RECALL previous trial balance.
5. REPORTS/Profit and loss and balance sheet.
6. END of year routine.
7. PROCESS Sales or Purchase ledger.
8. HELP menu and option to change reports.
9. RETURN to main menu.

1. OPEN or amend nominal accounts

There must be a minimum of ten nominal accounts and when selected this option shows the following layout on the screen . . .

```
A/C        ACCOUNT                REPORT        AMOUNT
No.        TITLE                  NUMBER
....       ................        ..        ...........
```

The account number cannot be letters, only numbers. If you enter the number of an existing account the name and balance of that account is displayed. If you enter a number that is not an existing account a new ACCOUNT TITLE, REPORT NUMBER and AMOUNT can be entered.

The REPORT NUMBER entry is to indicate the number of the report on which the account is to appear.

Don't forget that for audit trail purposes the printer should be kept on throughout the entire Nominal ledger program.

You will find it easiest to start with the accounts set up with zero balances. However, amounts can be keyed in to allow you to start the system part of the way into your financial year.

To return to a previous input point press the F1 key. To exit the routine and return to the menu press the F2 key. When you have finished entering the accounts press the F3 key to write the record to the file.

2. TRIAL BALANCE

This is a list of all accounts with the balance shown. Debit and credit balances are shown in separate columns with total debits and credits at the bottom. A printout of the TRIAL BALANCE can be obtained by choosing the print-out option.

3. JOURNALS debit/credit

The screen layout looks like this:–

```
        A/C   ACCOUNT TITLE          BALANCE

debit   ....  ................       ...........

credit  ....  ................       ...........

        DESCRIPTION                  AMOUNT

        ......................       ...........
```

These are always double entry transactions. Enter the code for the account to be debited (to have something added to it) and the program will display the name of the account with the existing balance. Now enter the number of the account to be credited (to have something debited from it) and the program will display the name of the account with the existing balance. If the wrong ACCOUNT NUMBER was entered press the F1 key to start again. If the account number is correct type in the details of the transaction in the DESCRIPTION section and press RETURN, now enter the amount and the system will show the new balance. If this new balance is correct answer 'y' and the program will ask any more?, if so carry on entering the details. Answering 'n' at this point writes the records to the file after which the program returns to the menu.

4. RECALL previous trial balance

This report can be shown on the screen or a print-out can be obtained following the screen instructions. This report will of course, only have data in it on the second year of accounting.

5. REPORTS – Profit & Loss and Balance Sheet

The program will first print out the previous trial balance, then the current trial balance and then a list of all reports.

A typical report might look like this:–

TRAVELLING [6]
Date: 12.12.1985

A/C No.	ACCOUNT NAME	AMOUNT
12	TRAIN FARES	120.00
13	PETROL	85.00
14	CAR HIRE	35.50
		240.50

The figure 240.50 would then appear on the profit and loss account under TRAVELLING report number 6.

6. YEAR END ROUTINE

The printer MUST be switched on when using this option which is used at the end of the financial year and produces the same reports as option 5 except that nominal balances will be cleared to zero if you answer 'y' to the question:–

READY TO CLEAR ALL NOMINAL ACCOUNTS? y/n ★

If you do not want to clear the balances answer 'n'

7. PROCESS sales and purchase ledger files.

Nominal ledger can process the Sales and Purchase ledgers and the program has been designed so that no transaction can be entered twice. Choose which ledger you require and follow the screen instructions. The program examines each record on the disk. if the record has already ben processed on a previous run it will be marked with either a star or a cross. A star means the invoice has been recorded but the last time the record was checked by the nominal ledger program no payment had been made. On the next run the nominal ledger will convert the star to a cross if payment has now been made. If the record already contains a cross or if it contains a star and has still not been paid the nominal ledger program moves to the next item without altering the balance or the codes. To escape before writing any files press F2.

8. HELP MENU and option to change reports.

This is a dual purpose option either used to alter a report or to help you if you have any difficulty using the Nominal Ledger routine. The HELP menu is:–

Purchases debit accounts 1-99. VAT debits account 100 Unpaid purchases credit account 602. Paid credit 603

****

Sales credits 101-600. VAT credits account 601. Unpaid sales debit account 604. Paid sales account 605.

****

Report 1 is the Balance Sheet. Report 2 is the Profit & Loss.

Ideally the totals for all other reports should be included directly in the Balance Sheet or Profit and Loss account but the total from any report may be included in the total of any lower numbered report.

9. **RETURN TO MAIN MENU.**

Choose this option when you have finished using the Nominal Ledger and want to return to the MAIN MENU.

MAIN MENU OPTION 5

1. Print invoice or credit note

Choose this option to produce and print an invoice or credit note which will also be automatically posted to the Sales Ledger file. You can only print invoices or credit notes here. If your customer does not need an invoice, or your business is such that you only send certain invoices and not others do not select this option but choose Sales Ledger menu option 1.

Follow the screen instructions until you come to the following screen display . . .

1. Load layout from existing file.
2. Enter invoice or credit note.
3. Test and align forms in printer.
4. Print labels.
5. Return to main menu.

Before an invoice can be printed the invoice layout file must be loaded so select option 1 and load the relevant file and when the menu shows again select option 2. Make sure the printer is on and follow the program through entering the details as necessary.

To display the names of the files press F4 for the disk directory.

(The design program MAIN MENU option 6 must have been used before options 1, 2 and 3 are available).

When entering VAT or discount % be sure to enter the % sign. If you entered multiple lines on the file layout and now only want to enter one or two lines jump to the end of the invoice entry by pressing F3. If the customer is getting credit enter the date the invoice is due to be paid. When the entry is complete answer 'y' to the question 'IS THIS CORRECT Y/N ? ★' and the invoice will be printed, after that the standard Sales Ledger record (see page 8) appears on the screen and the customer number and type of invoice (I, C, or P) should be entered after which the entire invoice is written to the file and a new invoice can be started.

3. **TEST AND ALIGN FORMS IN PRINTER**

This option lets you check that the paper is loaded correctly.

4. Print labels.

This Option can be used to print-out any message up to 25 characters long and up to six lines deep on self adhesive labels.

5. **Return to MAIN MENU**

Select this option to return to the MAIN MENU.

MAIN MENU OPTION 6

DESIGN INVOICE/credit note.

COMPANY PAC 1*2*3* allows you to use either plain paper, have special paper printed or use pre-printed forms for all your documents such as invoices and credit notes. When you are ready to design the document load the paper in the printer with the tear-off line level with the print head.

COMPANY PAC 1*2*3* is very versatile and lets you design different layouts for different departments and/or different companies.

The menu is as follows:–

1. Layout format for new document.

2. Print document using data from file.

3. Delete a file.

4. Return to MAIN MENU.

Selecting option 1 shows this sub menu on the screen:–

a = invoice
b = credit notes

Lets start off by selecting option A and designing an invoice, (option b follows a similar routine).

First enter the width of the form and its length. The width is the number of characters that can be printed across the form and is usually 80. The length is the number of line feeds needed to feed one form through the printer and is usually 66. The program will now test the alignment of the forms by printing two crosses one in each of the two top corners. If the crosses are in the correct position pass on to the next part of the program, if they are not correctly aligned adjust the paper in the printer and repeat the process again until you are satisfied. The program asks a series of questions about the company and the layout of the invoices, etc. Follow the program through to its conclusion. Not all the questions necessarily relate to all the forms in which case just pass on to the next question.

At each stage there is an opportunity to print out and test the work done so far.

You are advised to use this option because mistakes can only be corrected before the next stage is started. The program feeds a complete form through the printer after each test so that you can easily check the results. We suggest that you pencil out a layout of the form before starting so that you have a clear idea of the finished result that you want. If you want to run through the program to see how it operates do so with the printer switched off and you will very soon understand the way that it works. The program allows for the invoice to be printed more than once however if you print on multi-set paper this does save time.

2. **PRINT using date from the file.**

Selecting this option will take you into the invoice/form print program. Refer to MAIN MENU option 5 on page 37 of the manual for full details.

3. DELETE a file

Make sure the printer is switched on so that you can check that this is the file you want to delete. If correct answer 'y' to the question DELETE? (y/n) if not answer 'n' and the program returns to the menu.

4. RETURN to main menu

Select this option to return to MAIN MENU when you have finished using this part of the program.

MAIN MENU OPTION 7

COPY a disk

Just a note on safety procedures.

Most diskettes will last a considerable time before failing but disks DO FAIL and we strongly advise you to take 'back up' copies of your data disks. We leave it up to you to decide the time scale between copies but suggest you keep at least one extra complete set of data disks in a separate place to ensure you can always recover your business information should any disk fail or become damaged. The best time to copy your file disks is just BEFORE you run the end of month routine, should any errors occur in the routine you still have a good record. When option 7 is selected the disk copy routine appears on the screen. The destination disk is the one that will receive the copy and the 'source' disk is the one that will be copied. As the next part of the program will format the disk destroying any data on it this disk should be a new one or one that contains data you no longer require. Follow the screen instructions to the end of the program. As the copy routine can take some time a screen display shows the progress of the copying. When copying is complete remove the disk and label it clearly.

MAIN MENU OPTION 8

Choosing this option returns you to Commodore Basic.

PURCHASE REGISTRATION

For your guarantee to become effective you must complete and return to us the registration form shown on page 44 within 28 days of purchase.

12 MONTH DISKETTE GUARANTEE

This program has been supplied on a copy protected diskette which is guaranteed against LOADing and RUNning errors for a period of 12 months from the date of purchase. If the disk proves faulty within 12 months of purchase you are entitled to receive one free diskette providing the registration form was returned to us within the specified period.

In the unlikely event of a diskette failing to RUN or LOAD please contact us with a full explanation of the fault BEFORE returning the diskette.

Should the diskette fail after the initial 12 month guarantee period has expired further copies may be obtained by returning the faulty diskette together with proof of purchase and your payment of £7.50

Both the program disk and the purchase registration should have the same reference number. Only when the purchase registation form is completed and return to us will you become a registered user. The number on the program disk must be quoted on all correspondence and communciations. We will not enter into correspondence or communications regarding faulty or incorrect software unless this registration advice number is quoted.

056528

COMPANY PAC 1·2·3

Please quote the registration number below on all communications.

REGISTRATION ADVICE No. 056528

Return to: IMPEX SOFTWARE LTD
METRO HOUSE,
SECOND WAY
WEMBLEY,
MIDDX HA9 0TY

Company Name .....

Address .....

.....

.....

Date of Purchase .....

Name of Dealer .....

Dealers Address .....

.....

.....

COMPANY PAC 1·2·3

If you are new to computing you may find some terms that are used confusing so we list below what this manual means when it refers to the following:

HARDWARE
The actual computer, disk drive and printer.

SOFTWARE
The programs written on a disk that make the hardware work.

PROGRAM
A set of specific encoded instructions on a disk that make the system operate in a particular way.

SYSTEM
The computer, COMPANY PAC 1*2*3* program, disk drive, printer, screen all working together.

MAIN MENU
All COMPANY PAC 1*2*3* programs start and finish and are accessed through the MAIN MENU.

FILE
Just like an ordinary office file, a collection of data referring to specific types of information.

RECORD
One specific type of data on a file.

FUNCTION KEYS
The set of four keys on the top of the computer.

☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆

OTHER IMPEX PRODUCTS

We hope that you have found this program of interest and assistance in your business. Other IMPEX programs for Commodore computers include:–

'The Word'
An 80 column word processor with built in Data base and mail merge. Now also includes 80 column spread sheet.

Account Pac
Easy to use double entry personal accounting system

Happy Tutor
An easy to use program designed to help you become an expert typist.

Inquire Pac
Versatile and easy to use data base for all business and home records.

VIP Smart Terminal
A unique modem control program includes an 80 column screen display and unique communication features.

Accessories
Parallel printer interfaces with or without Commodore graphics.
3 slot switched mother board.
ROM expansion boards.
TEXTVIEW 80 column screen expander.
RS232 interfaces.

COMPANY PAC 1·2·3 PAYROLL PROGRAM

A high value low cost easy to use payroll program for any Company employing up to 550 staff.